

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**

**934TH AIRLIFT WING INSTRUCTION
36-2115**



29 OCTOBER 2014

Personnel

**ENLISTED PLACEMENT (SMSGT/E-8 &
CMSGT/E-9)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 934 FSS/FSMPM

Certified by: 934 AW/CC
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The purpose of this wing instruction is to identify formal selection eligibility, expectations and outline the selection approval process for all SMSgt/E-8 & CMSgt/E-9 unit vacancies. This instruction implements Air Force Policy Directive AFD 36-21, *Utilization, and Classification of Air Force Military Personnel*. Supervisors and commanders will ensure that all assigned personnel are briefed on the contents of this wing instruction. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records outlined in this instruction are Title 10, United States code (U.S.C.), Section 8013 and Executive Order 9397. Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcssaf61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from their field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

Changes 934AWI36-2115, 27 August 2013

1. Scope: This wing instruction applies to enlisted personnel assigned to or competing for E-8 or E-9 vacancies within the 934th Airlift Wing.

1.1. ARTs should meet criteria in **Paragraphs 4 and 5**, but selections are overall managed by OPM guidance, and are excluded from this selection process.

1.2. AGRs should meet criteria in **Paragraphs 4 and 5**, but selections are overall managed by REAMO guidance, and are excluded from this selection process.

1.3. First Sergeants should meet criteria, but selections are overall managed by the wing first sergeant functional (934 AW/CCC) and are excluded from this selection process.

2. General Policy: Standardization of Air Force Reserve (AFR) SMSgt/E-8 and CMSgt/E-9 unit vacancy selection requirements. Today's enlisted leaders are required to obtain more than the basic requirements to compete and lead in today's AFR. This instruction is designed to lay out the eligibility, advertising and selection requirements for SMSgt/E-8 and CMSgt/E-9 positions in the 934th Airlift Wing.

3. Advertising Procedures:

3.1. When a position vacancy for SMSgt/E-8 or CMSgt/E-9 is projected, unit commanders will notify FSS/FSMPM to initiate the position vacancies fill process 90 days from targeted vacancy fill date.

3.2. Unit commanders will advertise SMSgt/E-8 and CMSgt/E-9 vacancies via RMVS for 60 calendar days

3.3. Unit commanders will ask Air Force Reserve Command (AFRC) career field functional area managers send SMSgt/E-8 and CMSgt/E-9 vacancy notifications AFRC wide.

3.4. Waivers for the above requirements may be granted by the wing commander. Unit commanders must request the waiver through their respective group commander.

4. Selection Eligibility Requirements for placement into a SMSgt (E-8) position:

4.1. All requirements are mandatory for placement into a SMSgt(E-8) position.

4.1.1. Current & Passing Fit to Fight Assessment.

4.1.2. Community College of the Air Force (CCAF) Degree.

4.1.3. Waiver to these requirements maybe approved by the wing commander, with the exception of CCAF.

5. Selection Eligibility Requirements for placement into a CMSgt (E-9) position:

5.1. All requirements are mandatory for placement into an E-9 position.

5.1.1. Current & Passing Fit to Fight Assessment.

5.1.2. Community College of the Air Force (CCAF) Degree.

5.1.3. Senior Enlisted Joint Professional Military Education (SEJPME).

5.1.4. Senior rater endorsement (SRE) on most recent EPR. If the member does not have a SRE on their most recent EPR, the unit must provide SRE-worthy performance statements in the placement package.

5.1.5. Waiver to these requirements maybe approved by the wing commander, with the exception of CCAF.

6. Placement Procedures:

6.1. All recommendations/selections must meet the requirements in **Paragraphs 4 and 5**.

6.1.1. Unit Commanders may deviate from selection eligibility requirements in paragraphs **4** and **5** if position vacancy remains unfilled beyond 60 calendar days. Vacancy advertising procedures stated in **Paragraph 3** will apply. Any deviation from requirements in **Paragraphs 4 and 5** must be thoroughly justified and submitted along with selection package.

6.1.2. Unit commanders may place a first sergeant, career advisor, wing staff member or other special duty assignment returnee into a vacant E-8 position without advertising. This placement must be approved by the command chief, group commander and wing commander. Placed members must meet the criteria in **Paragraphs 4 and 5**.

6.1.3. Wing or group commanders may also place returning 934AW first sergeants, career advisors, wing staff members or other special duty returnees into open unit position, as needed when the special duty assignments are complete. This action will be coordinated with the unit commander before a placement is made. Placed special duty returnees must meet the criteria in **Paragraphs 4 and 5**. The positions do not need to be advertised prior to placement for returning 934AW special duty assignees.

6.2. Commanders are encouraged to select CMSgt/E-9 vacancy candidates from the current AFRC CMSgt Key Personnel Lists (KPL).

6.3. Wing commander will consider candidates for command chief vacancies from the current AFRC CMSgt KPL. Group commanders will consider candidates for group superintendent vacancies from the current AFRC CMSgt KPL.

6.3.1. Wing or group commander may deviate from the procedures in **Paragraph 6.3** when chief vacancies remain unfilled after advertising. Vacancy advertising procedures stated in **Paragraph 3** will apply.

6.4. For traditional reservist SMSgt/E-8 and CMSgt/E-9 vacancies, unit commanders will forward the placement package, to include the information in **Attachment 2**, to Force Support Squadron Force Management office (FSS/FSMPM) for a compliance and quality check. This package normally will be an email with applicable attachments. FSS/FSMPM will forward the compliant placement package to the group commander (if applicable) for review and concurrence. Group commander will concur/nonconcur with recommendation and forward the placement package to the wing command chief for review. Wing command chief submits package to the wing commander for final approval. Wing commander returns placement package to FSS/FSMPM. FSS/FSMPM takes appropriate action to place member in approved position.

6.5. Placement package must include:

6.5.1. Endorsed selection information (**attachment 2**).

6.5.2. Enlisted/Officer Personnel Data SURF from MilPDS.

6.5.3. E-8 placement package: Last 2 EPRs.

6.5.4. E-9 placement package: Last 3 EPRs (latest with senior rater endorsement or MFR stating current SRE eligibility IAW 36-2406).

6.5.5. Current Fit to Fight (AFFMS) printout.

6.6. The placement and promotion packages for E8 can be routed together if the placement selectee meets all promotion criteria as stated in applicable AFIs and AWIs.

TODD J. MCCUBBIN, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2115, *Assignments Within The Reserve Components*, 2 May 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AFI—Air Force Instruction

AFRES—Air Force Reserve

AGR—Active Guard/Reserve

ART—Air Reserve Technician

CCAF—Community College of the Air Force

DT—Development Team

EDP—Enlisted Developmental Plan

EPR—Enlisted Performance Report

KPL—Key Personnel List

RMVS—Reserve Management Vacancy System

SEJPME—Senior Enlisted Joint Professional Military Education

SRE—Senior Rater Endorsement

TR—Traditional Reservist

vPC-GR—Virtual Personnel Center - Guard & Reserve

Attachment 2**EMAIL ROUTING/APPROVAL THROUGH WORKFLOW**

Date:

MEMORANDUM FOR: 934 GROUP/CC

FROM: 934 UNIT/CC

SUBJECT: Placement of MEMBER into S/CMSgt Position

1. I have selected MEMBER for placement into a S/CMSgt position in the UNIT. Assignment to this position affords MEMBER the opportunity for promotion to S/CMSgt. I reviewed the records and believe MEMBER to be fully qualified to perform the duties and responsibilities of an S/CMSgt position.

2. IAW 934AWI 36-2115 Chapters 4 and 5, here is the summary of MEMBER status to be selected to the S/CMSgt position:

- a. Fit to Fight: Tested: DATE, Score: XX.XX
- b. CCAF:
- c. SNCOA: Completed: DATE
- d. SEJPME (E-9): Completed: DATE
- e. Sr rater endorsement on last EPRs (E-9) – Yes/No
- f. If no SRE; attach MFR stating current SRE eligibility IAW 36-2406)
- g. Vacancy advertised: DATE to DATE

3. Contact POC at 612-713-XXXX with any questions.

Unit CC, Lt Col, USAFR
Commander, Unit

1st Ind, 934 GROUP/CC; Selection of MEMBER for S/CMSgt Position

MEMORANDUM FOR: 934 AW/CCC

I concur non-concur with the selection of MEMBER for the S/CMSgt Position.

Group CC, Colonel, USAFR
Commander, Group

2d Ind, 934 AW/CCC

MEMORANDUM FOR: 934 AW/CC

I concur non-concur with the selection of MEMBER for the S/CMSgt Position.

Command Chief, CMSgt, USAFR
Command Chief

3d Ind, 934 AW/CC

MEMORANDUM FOR: 934 FSS/FSMPM

I approve disapprove with the selection of MEMBER for the S/CMSgt Position.

Wing CC, Colonel, USAFR
Commander